

AGR

ACTIVE GUARD/RESERVE

Office of the Adjutant General of Tennessee
NGB-J1-TNS
Houston Barracks, 3041 Sidco Drive
Nashville, TN 37204-1502

Tennessee Air National Guard

ACTIVE GUARD/RESERVE (AGR) VACANCY Announcement M07-081



OPENING DATE: 18 JUL 07

CLOSING DATE: 20 AUG 07

CLEARANCE: SECRET

LOCATION: 118th AW

CITY: Nashville

STATE: TN

*****No PCS Authorized*****

POSITION TITLE

AFSC

UMD GRADE

UMD POSITION NUMBER

Human Resources Assistant (Mil)

3A071

MSGT

IL00417560

*****Must be a minimum grade of TSGT*****

AREAS OF CONSIDERATION

FIRST: Members of the 118th AW

SECOND: All other members of the Tennessee Air National Guard

THIRD: All others eligible for membership in the Tennessee Air National Guard

DESCRIPTION OF DUTIES/RESPONSIBILITIES: Performs, supervises, or manages information management (IM) tasks and activities. Implements policy directives and instructions to manage information through its life cycle regardless of media.

MINIMUM QUALIFICATION REQUIREMENTS

1. ANG members entering on full-time military duty must be medically qualified AFI 48-123. Individuals must have a current physical examination within twenty-four (24) months prior to entry date, to include stress EKG, for personnel age 40 and older. Members entering the AGR program must have an HIV test completed six months prior to the tour state date. FEMALES require a pregnancy test within 30 days prior to AGR start date. Members must be in compliance with physical fitness, height, and body fat measurement standards. Members in the ANG Weight Management Program are ineligible for entry into any type of AGR or Statutory Tour IAW ANG 40-502. The Weight and Body Fat Management Program.
2. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
3. Eligibility/Mandatory requirement for this AFSC are located in the current AFM 36-2108.

CERTIFICATE REQUIREMENTS

PULHES REQUIREMENT

333233

PHYSICAL DEMAND

REQUIRED SPECIALIZED EXPERIENCE: Knowledge is mandatory of: policies and procedures relating to the life cycle of information, including administrative communications, office records, publications, and forms; general office management principles; organizational structure and its interrelationship with the mission; security practices; operating computers; and applications of software. Experience performing or supervising functions such as workgroup administration, distributing mail and messages; planning and preparing, controlling, and processing written and electronic communications.

ADDITIONAL REQUIREMENT: Completion of the advanced IM Course.

APTITUDE REQUIREMENT: A-32

PREFERRED EXPERIENCE: Completion of high school with courses in business, English composition computer science or information systems, mathematics, and keyboarding is desirable.

AUTHORITY

Individual(s) selected will be ordered to Full-Time Duty (State) status under the authority of Title 32 USC, Section 502 (f).

HOW TO APPLY (AIR)

ALL APPLICANTS MUST SUBMIT THE FOLLOWING DOCUMENTS WHICH ARE MANDATORY FOR EVALUATION:

*****Application packets may also be emailed to fulltimeemployment@tn.ngb.army.mil*****

- a. NGB Form 34-1 (Completed and Signed)
- b. RIP (Report on Individual Person)
- c. One (1) copy of the most recent physical examination (AF 422), Report of Medical Examination, or (AF 895) for Temporary AGR tours
- d. Most recent Physical Fitness Assessment letter.

DO NOT submit application packets in three-ring binders.

MAIL TO:

The Adjutant General, ATTN: HRO-STAFFING
P.O. Box 41502
3041 Sidco Drive
Nashville, TN 37204-1501

CONTACT US:

SMSgt Mary MacDonald
DSN: 683-0647
Comm: 615/313-0647

1. Applications must be mailed at applicant's own expense.
 2. Applications will not be returned.
 3. Applicants are encouraged to call prior to job close date to ensure application was received.
 4. FAXED APPLICATIONS WILL NOT BE ACCEPTED.
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EQUAL OPPORTUNITY STATEMENT

The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.
